Shaheen Qaiser

House # 105 Block-k, Sec 11 ½, Feroz Shah Colony,
Orangi Town, Karachi.
Mobile: +92-0312-2299089
E-mail: shaheen_eco@yahoo.com

Career Objective

Seeking a challenging position in reputable organization which offers ample opportunities to employ my professional education, analytical thinking, creative abilities, and strong interpersonal and organizational skills.

Academic Profile

- M.A in Economics from Karachi University (2012).
- B.Com From Karachi university (2005)
- H.S.S.C (Pre-Engineering) From Karachi board (2003).
- S.S.C from Karachi board (2001).

Other Qualification

Dars-e-Nizami (one year)

Skills

- M.S Office
- Email and internet
- Excellent Communication Skills
- Hard Working
- Activity to complete task in time
- Ability to work in challenging environment

Experience

- Having Excellent Customer Dealing Skills
- Computer operator in a Private NGO (Pak Youth Trust)
- Listing of Customers with their detail.
- Maintain all the data of Customers

Benazir Income Support Program

- Team supervise
- Collection and Correction of Forms and Arrange it
- Maintain and Manage the forms
- Work as a Team Leader
- Solving all the Team Problems

Teaching Experience

- Served as Statistics Teacher for B.COM & Intermediate
- Served as Maths teacher for Matric & Intermediate
- Intermediate teacher for Class Xl, Xll in Amina Public School.
- Economics Teacher for B.Com & I.Com
- Maintain and manage the coaching center
- British Council assistant supervisor from 2013 to date

Other Interests

- Reading
- web browsing
- Gaming

Languages

- English
- Urdu

Personal Details

Fathers' Name	:	Muhammad Qaiser Ali
Date of Birth	:	31-05-1986
Marital Status	:	Single
NIC Number	:	42401-6414306-6
P.R.C & Domicile	:	Karachi
Nationality	:	Pakistani

References

Will be furnished upon request